

### How to Attend Online Tutoring in TracCloud

1. Go to [tutoring.fau.edu](http://tutoring.fau.edu) and sign-in using your FAU credentials.
2. Locate “Schedule a Tutoring/Consultant Appointment” on the Dashboard.

The screenshot shows the TracCloud dashboard interface. At the top, there is a navigation bar with a 'Log Off...' link and a notification bell. The main content area is divided into several sections:

- Greetings Test:** A welcome message and instructions on how to use the scheduling system.
- Centers on this Scheduling System:** A list of tutoring centers including Engineering and Computer Science Tutoring, Math Learning Center, Tutoring (NOT math and science), Science Learning Center, and Speaking Center.
- Calendar:** A calendar view for Friday, June 16, 2023, showing no appointments scheduled.
- Schedule a Tutoring/Consultant Appointment:** A prominent yellow button for scheduling an appointment.
- Center Visits:** A section for tracking visits to various centers.
- Surveys/Documents:** A section for completing surveys and documents.
- Calendar URL:** A field for entering a calendar URL.
- Time Check:** Buttons for 'Week Time Check' and 'Week & Semester Time Check'.

3. Choose the subject for which you’d like to make an appointment from the dropdown and press “Search”.

This close-up screenshot shows the 'Schedule a Tutoring/Consultant Appointment' form. The text 'Schedule an appointment for help in' is followed by a dropdown menu. The dropdown is open, showing a list of subjects with 'MAC1105 - College Algebra' selected and highlighted in blue. A 'Search...' button is visible to the right of the dropdown.

Please contact the MLC at [mlc@fau.edu](mailto:mlc@fau.edu) or stop by the center (GS 211) if you have any questions.

- Locate the time slot for the online tutoring session you'd like to attend and click on it. (The slots with the Wi-Fi symbol on the right represent online tutoring.)

Schedule a Tutoring/Consultant Appointment ×

Subject: **MAC1105 - College Algebra**

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For more scheduling availability, click the 3 dots to the right.  
 There are 5 slots of time available, please choose one that works for you... Choose a different  ⋮

Time Slot	Date	Instructor	Session Type	Location	Online
100p-130p	Tue Jun 27	Navika Timsina	Group In-Person	GS211 (MLC)	
200p-250p	Tue Jun 27	Navika Timsina	Group In-Person	GS211 (MLC)	
300p-350p	Tue Jun 27	Brisa Uribe	Group In-Person	GS211 (MLC)	
400p-450p	Tue Jun 27	Brisa Uribe	Group In-Person	GS211 (MLC)	
600p-900p	Tue Jun 27	Annabella Zamora	Drop In Online	Math Learning Center (MLC)	online

- To join this session, click on “The location for this online session is here” at any point during the time that the session is being offered.

Schedule a Tutoring/Consultant Appointment ×

Subject: **MAC1105 - College Algebra**

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This is a dropin online availability in **Math Learning Center (MLC)**  with **Annabella** on **Tue, June 27th 2023**

Start Time	End Time
06:00pm	09:00pm

Meeting Type:  
 Online  In-Person

[Sign Up for an SMS Reminder...](#)

**The location for this online session is here**

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[Report Unable to Find an Appointment...](#)

Please contact the MLC at [mlc@fau.edu](mailto:mlc@fau.edu) or stop by the center (GS 211) if you have any questions.

If you are having issues joining Zoom, please follow the below instructions as you **MUST** sign in through FAU with your FAU ID:

1. Open the Zoom app on your device.
2. Sign out from within the app (Copy and paste the link below for instructions).

<https://support.zoom.us/hc/en-us/articles/201362383-Signing-Out-and-Switching-Between-Accounts>

3. Click **Sign In**.
4. Select "Sign In With SSO".
5. Enter "fau-edu" for the domain that is requested.
6. Sign in with your FAU credentials.